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<b>Bulletin Number</b>	16258BR
<b>Type of Recruitment</b>	Interdepartmental Promotional Opportunity
<b>Department</b>	Mental Health
<b>Position Title</b>	CONSERVATOR/ADMINISTRATOR ASSISTANT
<b>Exam Number</b>	21479E
<b>Filing Type</b>	Standard
<b>Filing Start Date</b>	02/27/2013
<b>Filing End Date</b>	03/12/2013
<b>Filing End Time</b>	5:00 pm PST
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	2681.91
<b>Salary Maximum</b>	3599.18
<b>Position/Program Information</b>	Provides very highly specialized support services to staff responsible for the investigation and administration of conservatorships and decedent estates. Positions allocable to this class are found in the Public Administrator's Office or Public Guardian's Office and work under only general supervision, and provide a variety highly specialized clerical support services for the investigation and administration of conservatorships and decedent estates to Deputy Public Conservator/Administrators.
<b>Essential Job Functions</b>	<p>Receives and reviews LPS and/or probate conservatorship referrals to verify that information is complete and meets departmental requirements on the need for conservatorship services of persons who are unable to care for themselves or their property.</p> <p>Contacts mental health agencies to obtain missing or additional information on LPS referrals and prepares written statements when needed to more clearly indicate the patient's unwillingness or inability to accept psychiatric treatment; attaches statement to referral for submission to court.</p> <p>Supervises staff engaged in transporting conservatees to and from nursing facilities for court appearances; establishes pick-up and delivery routes to assure efficient use of staff and vehicles.</p>
<b>Requirements</b>	<p><b>MINIMUM REQUIREMENTS:</b></p> <p>One year of highly specialized clerical experience at the level of Los Angeles County's class of Senior Typist-Clerk* involving extensive public contacts in a social service agency or in trust-related work in connection with assets such as real estate, personal property, stocks, bonds or insurance.</p> <p>**Typing Rate: 40 net words per minute.</p>
<b>Physical Class</b>	Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
<b>License(s)</b>	A valid California Class C Driver License or the ability to utilize an

<b>Required</b>	alternative method of transportation when needed to carry out job-related essential functions.
<b>Special Requirement Information</b>	<p>A *Senior Typist-Clerk does skilled typing work and performs highly specialized clerical duties requiring a highly specialized knowledge of a particular function with responsibility for applying proper procedures and for carrying out the work with only general direction.</p> <p><b>Verification of Experience:</b> Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative. Credit will only be given for out-of-class experience to meet the minimum requirements only.</p> <p><b>Withhold Information:</b> Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.</p>
<b>Examination Content</b>	<p>Part I: An evaluation of training and experience based on application information weighted 50%.</p> <p>Part II: TYPEWRITING SKILL** - A qualifying typing performance test of 40 net words per minute. Candidates must pass the typing performance test to proceed to Part III.</p> <p>Part III: An Appraisal of Promotability (AP) weighted 50%. The AP is designed to measure knowledge and skills, verbal and written communication skills, adaptability, interpersonal and public relations skills, work habits and attitudes, and problem solving ability.</p> <p>Candidate must achieve a passing score of 70% or higher on each weighted part in order to be placed on the eligible list.</p> <p>**TYPEWRITING SKILL: A qualifying typing performance test of 40 net words per minute will be administered to candidates who have not held a typing position.</p> <p>Successful candidates will receive a typing certificate which may be used in future examinations that require a typing test.</p> <p>The following candidates are NOT required to take the County typing test:</p> <p>Those candidates who currently hold or have held a typing position in the service of the County of Los Angeles.</p> <p>Those candidates who have taken and passed a Los Angeles County typing and performance at 40 net words per minute administered by a Los Angeles County Department (applicants must attach a copy of their typing certificate to their application).</p> <p>Only certificates issued by a Los Angeles County Department or the Department of Human Resources will be accepted.</p> <p>THE TYPING TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.</p>
<b>Vacancy</b>	The resulting eligible list for this examination will be used to fill vacancies

<b>Information</b>	in the Department of Mental Health.
<b>Eligibility Information</b>	The name of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.
<b>Available Shift</b>	Any
<b>Job Opportunity Information</b>	<b>Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name on the employment application.</b>
<b>Application and Filing Information</b>	<p><b>ONLINE FILING ONLY:</b> Applicants must apply online by clicking on the link above or below this bulletin that reads, Apply to Job so you can apply online and track the status of your application and get notified of your progress by email.</p> <p>We must receive your application by 5:00 pm, PST, on the last day of filing.</p> <p>Applicants are required to submit a standard Los Angeles County Employment Application to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of on-line applications, although resumes may be uploaded as attachments to on-line applications.</p> <p>All applicants MUST complete the filing process ON-LINE (via electronic submission). Applications will not be accepted by mail, fax, or in person.</p> <p>Fill out your application. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.</p> <p>All information is subject to verification.</p> <p>We may not accept your application at any time during selection process.</p> <p>Note: If you are unable to attach required documents, you may fax them to (213) 637-5892 within five (5) days of filing. Please include exam number and exam title.</p>
<b>County of Los Angeles Information</b>	<p><b>View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:</b></p> <p><a href="#">COUNTY OF LOS ANGELES BULLETIN INFORMATION</a></p> <p><b>OR</b></p> <p>Visit <a href="http://hr.lacounty.gov">http://hr.lacounty.gov</a> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.</p> <p><b>Equal Employment Opportunity:</b> It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.</p> <p>All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.</p> <p>The County will make reasonable accommodations.</p>
<b>Department Contact Name</b>	Carla Harris
<b>Department Contact Phone</b>	213-637-4596
<b>Department</b>	charris@dmh.lacounty.gov

**Contact Email****ADA Coordinator  
Phone** 213-738-2823**Teletype Phone** 213-735-2922**California Relay  
Services Phone** 213-735-2922**Job Field** Health Other**Job Type** Administrative Support[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)